

EXCEED RTI® Quick Start Card - Educator Dashboard

The screenshot displays the EXCEED Student Achievement Manager Educator Dashboard. The interface includes a top navigation bar with links for Refresh, Quicklinks, Educator, Coordinator, Reports, Admin, Help, and Logout. The main content area is divided into several sections:

- All Classes:** A sidebar on the left with a search bar (1) and a list of students. A dropdown menu (3) is open for a selected student, showing options like Add Plan, Add Scores/Progress, Document an Intervention, View Interventions, Add to a Group, Add a Note, Add to My Watch List, Show Profile, and Add New Log Entry.
- To Do List:** A central table (4) with columns for Student, Activity Type, and Description. It lists various interventions and tasks with due dates.
- Quicklinks:** A sidebar on the right (8) with links to My Upcoming Meetings, My Past Due Meetings, My Upcoming Progress Reports, My Upcoming Evaluations, Intervention Plan List, Overdue Intervention Plans, Ending Intervention Plans, Intervention Strategies List, View Student Scores (Screener), Enter Roster Scores, Visual Instructional Grouping, View Student Groups, Manage Staff Assignments, Process Transfers & Withdrawals, Set Managing School, and Add a Student.
- Summary Panels:** At the bottom, there are three panels: Early Warning (5), Intervention Logging (6), and Progress Monitoring (7). Each panel has a count of items (7, 57, and 35 respectively).
- Filter by:** A dropdown menu (10) at the bottom left allows filtering the student list by Last Name, First.

1. Search for any student by typing in the student's name or student ID number
2. Students are automatically loaded to the student panel based on educator access. The red and green arrows in the Progress column indicate: green = making adequate progress, yellow = needs more improvement, or red = struggling
3. Mouse hovering over a student's name reveals the student options menu which allows the user to perform any of the actions on this menu by selecting it from the list.
4. The To Do list is a list of all actions to be completed. These are automatically generated by EXCEED from different sources and have due dates, but can be completed at any time prior. Tasks can be added to the list via the add task icon
5. The Early Warning section displays those students who are currently on an intervention plan in EXCEED and are struggling.
6. The Intervention Logging panel displays interventions due and by date; click each line to open data entry fields
7. The Progress Monitoring panel displays progress monitoring probes due, by date; click each line to open data entry fields; scores may be imported into EXCEED – in this case, the user only need to view/verify the data
8. The Quicklinks allow the user quick access to data. Access this data by clicking on the desired link.
9. Numbers to the side of the of the panels indicate how many items are contained in each panel.
10. Quickly search your student list by using the "Filter by" function.
11. Use the filter feature next to the title of the student list to filter your student list by different criteria.

FYI: The Dashboard and Logout buttons are available throughout the application, and are determined by user rights. Always use the Logout button in order to completely log out of EXCEED.

EXCEED RTI® Quick Start Card – Coordinator Dashboard

EXCEED Student Achievement Manager

Refresh Quicklinks Educator **Coordinator** Reports Admin Help Logout

My Watch List 10

To Do List

Early Warning

RTI Snapshot

All Schools All Grades Select Ethnicity / Race Apply Filter

Tier 1

Behavior	Count
Behavior: Learning Be...	12
Literacy	5
Math	6
Writing	3

Tier 2

Behavior	Count
Behavior: Problem Be...	36
Behavior: Social Beha...	10
Literacy	3
Math	7
Writing	1

Tier 3

Behavior	Count
Literacy	19
Math	5
Writing	14

My Upcoming Meetings

My Past Due Meetings

My Upcoming Progress Reports

My Upcoming Evaluations

Intervention Plan List

Overdue Intervention Plans

Ending Intervention Plans

Intervention Strategies List

View Student Scores (Screener)

Enter Roster Scores

Visual Instructional Grouping

View Student Groups

Manage Staff Assignments

Process Transfers & Withdrawals

Set Managing School

Add a Student

My Watch List

Search

Name: First Last (or Student ID)

DOB:

School:

Type: All School Types

Grade:

Gender:

Teacher/Staff Section

AYP Subgroups

Program Search

Interventions

Clear Search

Name: Michael Alexander

Riley Alvarez

Haley Aragon

Kai Ario

Wyatt Bancroft

Robin Bean

Stephen Bernal

Gracie Bestgen

Isalah Binder

Zoey Bluemel

Callin Brown

Andrew Dupuis

Makoa Gallagher

Stewart Rocha

Progress

Filter by: Last Name, First

Context Menu:

- Add Plan
- Add Scores/Progress
- Document an Intervention
- View Interventions
- Add to a Group
- Add a Note
- Remove from My Watch List (08/19/2012)
- Show Profile
- Add New Log Entry
- Edit Student

1. The Coordinator Dashboard has expanded search functionality. Those with this view of the dashboard may choose from many different options to search for students.
2. Students are automatically loaded to the student panel based on educator access. The red and green arrows in the Progress column indicate: green = making adequate progress, yellow = needs more improvement, or red = struggling
3. Mouse hovering over a student's name reveals the student options menu which allows the user to perform any of the actions on this menu by selecting it from the list.
4. The To Do list is a list of all actions to be completed. These are automatically generated by EXCEED from different sources and have due dates, but can be completed at any time prior. Tasks can be added to the list via the add task icon
5. The Early Warning section displays those students who are currently on an intervention plan in EXCEED and are struggling.
6. The RTI Snapshot panel gives an overview of Intervention plans by Tier, who is struggling and who is successfully progressing towards their goals. Click on the number in the appropriate bar to display the students in the student list.
7. The Quicklinks allow the user quick access to data. Access this data by clicking on the desired link.
8. Numbers to the side of the panels indicate how many items are contained in each panel.
9. Quickly search your student list by using the "Filter by" function.
10. Use the filter feature next to the title of the student list to filter your student list by different criteria.

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EXCEED RTI® Quick Start Card - Intervention Plan-Goals

Plan for Joshua Austin Avalos

Summary Plan Details Select Goals Plan Goals Interventions Rate & End Plan

Search Goals

Select Domain: Literacy

Goal Bank: EXCEED Goal Bank

Grade Level: 9th

Area of Concern:

- Basic Reading Skill
- Basic Reading Skill (Decoding/Word I
- Basic Reading Skill (Letter ID)
- Basic Reading Skill (Phonics)
- Basic Reading Skill (Phonics)
- Basic Reading Skill (Print Awareness)

Following Directions

Listening Comprehension

Oral Expression

Reading Fluency Skills

Written Expression

(Press CTRL to select more than one)

Add A Custom Goal

Search Results

Goal Text: filter by goal text

Add	Goal Name	Goal Text
<input type="checkbox"/>	Blend Sounds	[Name] will blend [Number] out of [out of] separate sounds to form whole words.
<input checked="" type="checkbox"/>	Letter Identification	[Name] will rapidly and accurately name all [Number] of [Number] letters of the alphabet both upper and lower case versions with [Percent] accuracy.
<input checked="" type="checkbox"/>	Letter Identification	[Name] will rapidly and accurately name all 26 letters of the alphabet both upper and lower case versions.
<input checked="" type="checkbox"/>	Letter Identification	[Name] will extend their set of known letters from [Number] to [Number] letters.
<input type="checkbox"/>	Phonemic Blending	[Name] will listen to a sequence of separately spoken phonemes and combine the phonemes to form a word; then write and read the word.
<input type="checkbox"/>	Phonemic Segmentation	[Name] will demonstrate the ability to segment multiple phoneme words into their individual phonemes fluently.
<input type="checkbox"/>	Print Awareness	[Name] will identify book parts and their purposes including identification of author/illustrator title page table of contents index and chapter headings.
<input type="checkbox"/>	Real Word Reading	[Name] will demonstrate the ability to read real words by sight or by applying phonics to decode
<input type="checkbox"/>	Sorting Letters	[Name] will sort new and known letters for recognition with [Percent] accuracy.
<input type="checkbox"/>	Sound Symbol Decoding	[Name] will understand that the letters in printed words represent the sounds in spoken words. Further [Name] be able to change single consonants at the beginning or end of one-syllable words in accord with requests made by the tutor (e.g. change mat to bat).
<input type="checkbox"/>	Word Attack	[Name] will demonstrate the ability to convert graphic symbols into intelligible language

Selected Goals

Letter Identification

New Letters

Add Selected Goals

1. These tabs appear once you have saved a plan - if you have chosen to use a plan template, goals will be pre-selected, but can be changed for this student. Domain is pre-filled on this page
2. If adding goals, select the appropriate goal bank
3. Select appropriate grade level
4. Select Area of Concern - holding ctrl will allow multi-select - goals from these Areas of Concern will automatically appear.
5. Filter goals by typing in first words to narrow the search
6. Checking the goal will automatically select goal and place in Selected Goals panel
7. Selected goals are listed, highlighted goals have already been defined - goals can be deleted from list
8. Click on Add Selected Goals to be advanced to the next screen.

Plan for Joshua Austin Avalos

Summary Plan Details Select Goals Plan Goals Interventions Rate & End Plan

Plan Goals

Letter Identification

New Letters

Goal: Letter Identification

Joshua will rapidly and accurately name all 26 of 26 letters of the alphabet both upper and lower case versions with 26 accuracy.

Make Inactive

Custom

Staff: James Enna

Measure: DRA2

Start Date: 10/14/2010 End: 12/09/2010 Unit of Measure: Level

Baseline & Target

8 weeks

Baseline: 10

Target: 26

Growth: 2

DRA Level per week

Progress Monitoring

Frequency: Weekly

Every Day Mon Tue Wed Thu FR

Weekly W

Active Not Active

Baseline Narrative: Information

Target Narrative: Information

Save Goal

1. Dark circle = progress monitoring not defined, Green M = progress monitoring defined
2. Customize goal text for student needs
3. Select appropriate measure
4. Enter baseline and target for selected measure - growth will automatically calculate - will color code if #5 is defined
5. Norms and Cut Scores will appear if defined for selected measure
6. Select frequency of progress monitoring - will activate on dashboard when scheduled
7. Select to inactivate this goal
8. Dates will be automatically generated, but are editable if necessary
9. Once complete, click Save Goal in lower right of screen

EXCEED RTI® Quick Start Card – Intervention Plans

Plan for Joshua Austin Avalos

Summary Plan Details Select Goals Plan Goals Interventions Rate & End Plan

Intervention Set **1**

Add Intervention Reset

Strategy Type: **2**

Individual Custom

Intervention Type: **3**

Small Group

Area of Concern: Reading Fluency Skills

Interventions: Choral Reading **4** Paired Reading

Intervention Details

Intervention Name: Choral Reading **4**

Description: Groups read aloud together from a text, reading with "one voice."

Primary Staff: **4** James Enna

Schedule Intervention: **3** Yes No

Start Date: 10/14/2010 Targeted End Date: 12/09/2010 Weekly at 7:00 am for 15 minutes

Start Time: 7:00 am for 15 minutes **5**

Frequency: Weekly

Every Day Mon Tue Wed Thu Fri

Log Intervention: **6** Yes No **6** Copy from Schedule **7**

Start Date: 10/14/2010 Targeted End Date: 12/09/2010 Weekly

Frequency: Weekly

Every Day Mon Tue Wed Thu Fri

8

Save Intervention

1. To add an intervention, click Add Intervention
2. Choose desired strategy - Individual or Custom
3. Choose intervention type from dropdown
4. Select desired intervention - intervention name will pre-populate on the right - use lookup icon to find primary staff
5. Dates will pre-populate from plan, enter start time, duration, and frequency of delivery
6. Select yes if intervention logging is desired and create a schedule for logging, or:
7. Copy the delivery schedule for logging
8. Click Save Intervention to save this plan

Plan for Joshua Austin Avalos

Summary Plan Details Select Goals Plan Goals Interventions Rate & End Plan

1

Plan Name: Targeted

Plan ID: 1000000000

Student Name: Joshua Austin Avalos

Student ID: 1000000000

Grade/Level: 1st

Language of Instruction: English

Area of Concern: Reading

Intervention: Choral Reading

Planned Duration: 15 minutes

Actual Duration: 15 minutes

Response Staff: James Enna

Start Date: 10/14/2010

Targeted End Date: 12/09/2010

Frequency: Weekly

2

Intervention Strategy

Intervention Name: Choral Reading

Description: Groups read aloud together from a text, reading with "one voice."

Intervention Type: Small Group

Response Staff: James Enna

Intervention Schedule: Start Date: 10/14/2010 Target End Date: 12/09/2010 Frequency: Weekly at 7:00 am for 15 minutes

Logging Schedule: Start Date: 10/14/2010 Target End Date: 12/09/2010 Frequency: Weekly

1. Once the plan is completed, click the summary tab to see a read-only summary of entire plan.
2. Click the Create Plan Template in lower right corner to use the goals, progress monitoring measures, interventions, and schedules for other students with similar needs

1. To end an intervention plan and rate its effectiveness, click the Rate & End Plan Tab
2. Indicate whether the plan was effective, provide a rating of the plan's effectiveness (hovering over a star will provide its scale value), and rate the fidelity with which this plan was provided
3. Add any additional comments about plan effectiveness, ease of use, and student responsiveness - include Timestamp on note if desired

Rate & End Plan **1**

Rating

Was this intervention plan successful? Yes No **2**

Rate this plan's effectiveness: ★★★★★

Rate this plan's fidelity: ★★★★★

Comments

Timestamp Note

12 B I U

3

End Plan

EXCEED RTI® Quick Start Card – Student Record/Events

Michael Alexander
James Buchanan Male DOB: 12/23/1991 (18 Yrs 9 Months) Guardians:
Grade: 12th Language: English Phone: (555) 226-1696 Student ID: 1725

Summary **Student Information** **Program Snapshot**

Growth **Academics** **Attendance** **Assessments** **Demographics** **Social/Behavior** **Programs** **Events** **Evaluations** **Monitoring** **Goals**

Student District(s): James Buchanan Demo ISD

School(s): Attending James Buchanan

Contact(s): Linda Swafford Grandparents
Mita Pappadakis Neighbor
Sanne Alexander Mother
Trenda Reuter Friend

Program Snapshot

Program	Status	Case Manager
RTI	Active	

Current Grades
No Grade details available.

1. Select the left vertical bar to close the student panel, giving more space for the student record information
2. Select and click a student name to replace the dashboard with the student record panels
3. Student data is imported into EXCEED from the district SIS - the highlighted link (left 3) changes the center panel (center 3)
4. Data about the students are plotted on the graphs within EXCEED RTI; click on Growth or Monitoring to view the graphs
5. Select the Events link to access all the events (historical, present, or future planned) for the student

Gracie Bestgen

James Buchanan Female DOB: 06/12/1993 (17 Yrs 2 Months) Guardians:
Grade: 11th Language: English Phone: (555) 207-1423 Student ID: 23436

Summary **Growth** **Academics** **Attendance** **Assessments** **Demographics** **Social/Behavior** **Programs** **Events** **Evaluations** **Monitoring** **Goals** **Progress Reports** **Membership** **Notes** **Watch List** **Contact Log**

Invited Events **All Events** Filter by: All Programs

Current and Upcoming Events

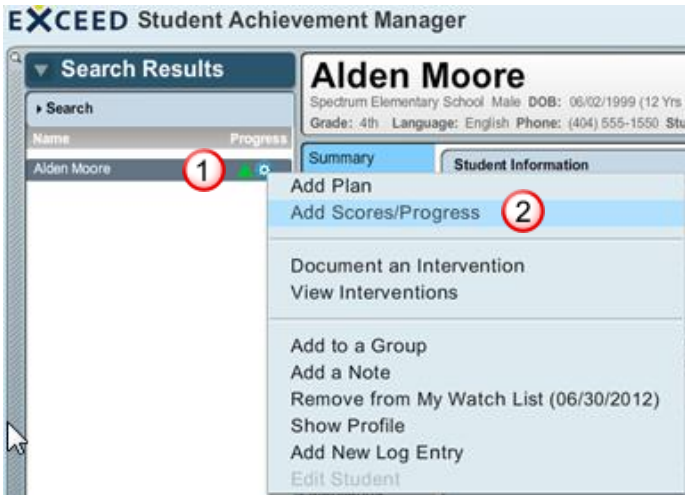
Program	Event Type	Scheduled	Due
Special Ed	Prior Written Notice of Evaluation	03/14/2010	03/14/2010
Special Ed	FIE Summary Report - Initial	05/18/2010	05/18/2010
Special Ed	Parent Consent - Placement	06/17/2010	06/17/2010
Special Ed	Initial ARD/IEP Meeting	06/17/2010	06/17/2010
Special Ed	Prior Written Notice of ARD	06/17/2010	06/17/2010
Special Ed	Parent Revokes Consent - Initial Eval	07/16/2010	07/16/2010

Ended and Locked Events

Program	Event Type	Actual	Due
RTI	Tier 3 Meeting	02/10/2010	02/10/2010
RTI	Tier 3 Meeting	02/12/2010	02/12/2010
RTI	Tier 3 Meeting	02/26/2010	02/26/2010

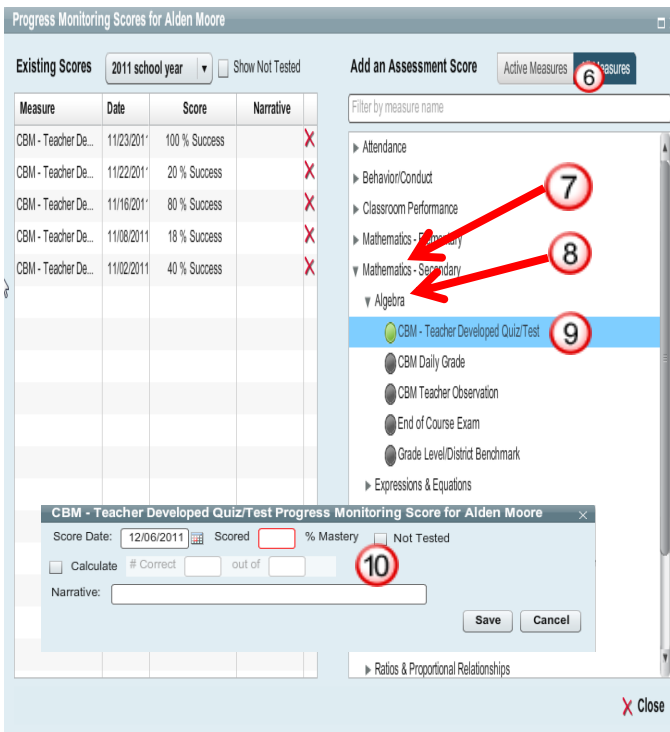
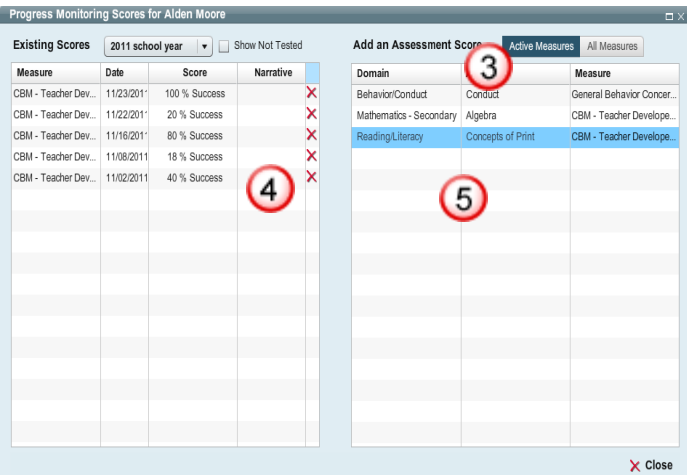
1. Current and future events/meetings are listed in the upper panel; the event with the earliest due date appears at the top
2. Clicking on an event gives access to the Meeting Manager - where forms are completed and plans are constructed
3. Any event listed in red is overdue
4. Historical events are listed in the lower panel; these events can be reviewed; however, these events are locked and data cannot be changed
5. Permissions determine who can add an event to the student record; click the Schedule a New Meeting icon to add a new meeting

EXCEED RTI® Quick Start Card – Progress Monitoring



1. From the dashboard, hover over a student's name and click the Student Options icon to pull up the menu
2. From this menu, you can select to add a note to the student's record, add the student to a group, add intervention logging information (if available), add the student to your watch list, add/edit an intervention plan, or add progress monitoring data - select Add Scores/Progress


3. After selecting Add Scores/Progress, the Progress Monitoring management panel will appear with Active Measures automatically selected
4. You can update/edit an existing score on the left hand panel by clicking on the item - scores can be deleted with the X
5. You can add a new assessment score by selecting one of the existing Domains on the right, and then selecting the appropriate measure



6. You can choose to add an assessment score from a previously unselected domain by clicking on All Measures
7. Select the desired domain
8. Select the desired Area of Concern
9. Select the progress monitoring assessment tool that was used with the student
10. Once you have selected the appropriate measure, an additional panel will appear and allow you to input the appropriate score, and date of measure - if calculations need to be made, check the Calculate box

EXCEED RTI® Quick Start Card – Events – Meeting Manager

The screenshot shows the 'Tier 2 Review meeting for Beatrice Boron' interface. On the left, a sidebar contains 'Event Sections' (with a callout 1), 'Plans' (with a callout 6), and 'Youth & Family Centers'. The main area is titled 'Tier 2 Review meeting for Beatrice Boron' and contains several sections: 'Parent RTI Meeting Invitation' (callout 2), 'RTI Meeting Summary' (callout 3), 'Parent Notification Meeting Summary', and 'RTI MEETING SUMMARY'. The 'RTI MEETING SUMMARY' section includes fields for 'Meeting Date', 'School' (Spectrum Elementary School), 'Student Name' (Beatrice Boron), and 'Grade' (2nd). Below this is a 'Purpose of Meeting / Area of Concern(s)' field. The 'TEAM RECOMMENDATIONS (Check only those that apply)' section lists various actions from the meeting, such as 'Develop a new Intervention Plan' (callout 4), 'Review an existing Intervention Plan', 'Revise an existing Intervention Plan', 'Complete a Parent Interview Form', 'Complete a Student Behavior Checklist', 'Complete a Student Interview Form', 'Request Vision/Hearing Screening', and 'Consider Extended Year Services'. The 'Next Steps' section includes 'Date of Next Meeting' and options to 'Schedule a Tier 2 Problem Solving/Targeted Instruction Meeting', 'Schedule a Tier 2 Review Meeting', and 'Schedule a Tier 3 Intensive Intervention Meeting' (callout 5). The 'Referrals' section lists options like 'Referral to School Counselor', 'Referral to ESL / Bilingual', 'Referral to Gifted / Talented Program', 'Referral to 504', 'Referral to Special Education', and 'Other'. The 'Action Plan Summary' section (callout 7) includes a 'Present at the Meeting (list meeting participants)' field (callout 8) and a 'Summary' button (callout 9). At the bottom, there are buttons for 'Back', 'Profile', 'Summary', 'Add a Plan', 'Notes', and 'Attachments'. The bottom right corner contains buttons for 'Print', 'Lock', 'Compliance', and 'Save' (callout 10).

The Meeting Manager is accessed by clicking on the student's name to display the student's profile. From within the student's profile, click on Events. When the events are displayed, click on the meeting manager icon .

1. The event opens with the electronic forms appearing first. To the left you will see Event Sections. All available forms will be accessible from this list. Click on the appropriate Event Section to access the appropriate form. You may want to complete forms first or add/review a plan first - do what makes sense and follows you district processes .
2. Forms will be tabbed across the top of the screen. Simply click on the desired tab to take you to the desired form.
3. Meeting forms are color coded: Green = pre-filled
4. Meeting forms are color coded: Pink = required for compliance
5. Meeting forms are color coded: Yellow = optional
6. Select the appropriate plan to review a current plan that the student is on. These will be listed in the Plan panel. If you need to create a new plan, click on the Add a Plan button at the bottom of the screen.
7. Click Student Profile to review the data imported from the SIS or the student performance graphs - this information is read-only and cannot be changed
8. Click the Summary button to view a summary of the student's RTI plans
9. Click the Notes button to add any additional information to this meeting record
10. At the bottom of the screen, you can print the forms, save the forms (and check compliance), or if the meeting is complete, you can lock the meeting.